Back on Track

User Guide

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1   INTRODUCTION

The purpose of the "Back on Track" module is to remember pages your visitors have seen recently in order to allow them to access the same pages easily.

You can setup the number of pages you want to store i.e. the users can see as "Recently viewed" and choose the location for "Recently Viewed" box.

Important:

The "Back on Track" module consists of two parts (modules), which are:

- **Back on Track – Tracker** – this part of the "Back on Track" module **tracks and stores pages** each of your visitors have visited; this module should be added to each page you want to have tracked (see section 3.1 for further information on adding the module to a page)
  - o **Note: "Back on Track - Tracker"** part of the module has to be hidden so that it could not be seen by the end users (see section 3.3)

- **Back on Track – Viewer** – this part of the "Back on Track" module is used for **displaying the pages your users have visited**; you can use the "Settings" option inside this module to determine how the pages history is displayed, the preferred number of pages, etc. (see section 4.3 for further information about adjusting these settings)

Each of these modules should be installed separately.

Note: this manual assumes prior experience with DotNetNuke application. For further information about DotNetNuke, please consult the DotNetNuke manual.

2   INSTALLATION PROCEDURE

Since the "Back on Track" module consists of two separate modules. You should follow these instructions to install both modules before you start using the modules.

Included in your download are two module zip files plus the source zip file (if you have purchased the source)

- **DataSprings_BackOnTrack_Tracker.zip** – installation file for installing "Back on Track - Tracker module"

- **DataSprings_BackonTrack_Viewer.zip** – installation file for installing "Back on Track - Viewer" module

Important: the procedure will be explained for "**Back on Track - Tracker**" module, but you should follow these same instructions for installing "**Back on Track - Viewer**" module as well.

In order to install your "Back on Track" module, login with an account to your DNN site as a host or administrator account. Once logged in, Navigate to the Admin or Host menu item, and click on the "Module Definition".
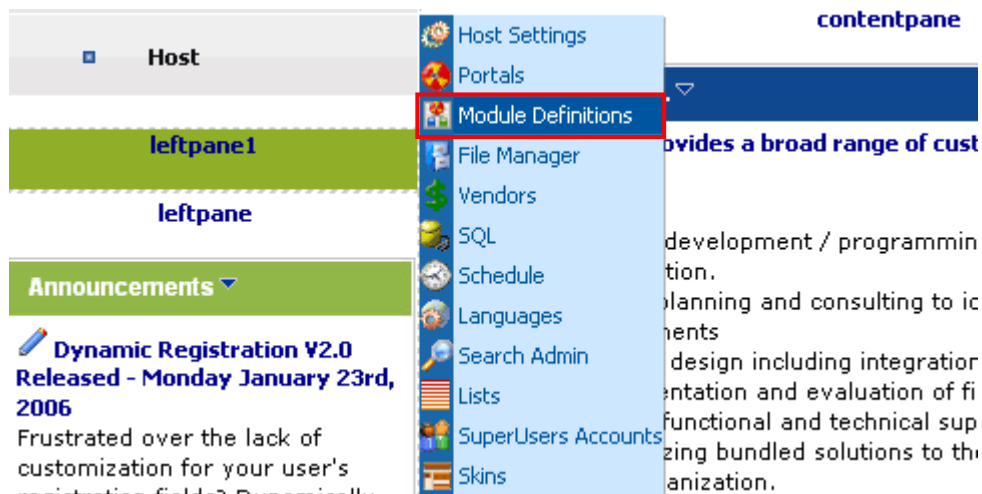

Figure 1: Installation procedure (step 1/7)
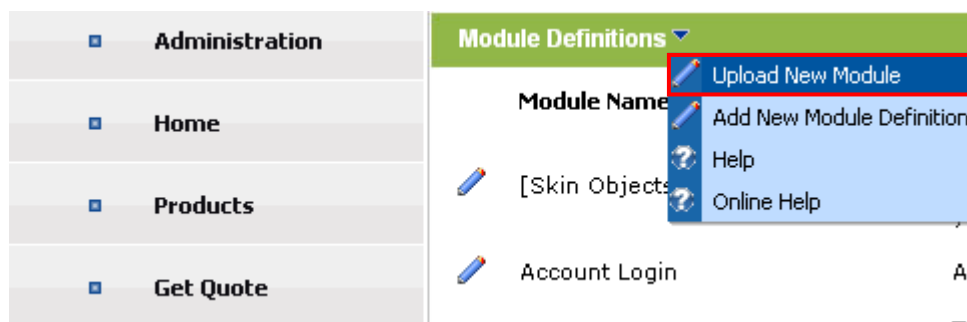
The following screen will be displayed.

Figure 2: Installation procedure (step 2/7)

Click on the "Upload New Module" to continue installing "Back on Track" and the following screen will be displayed.
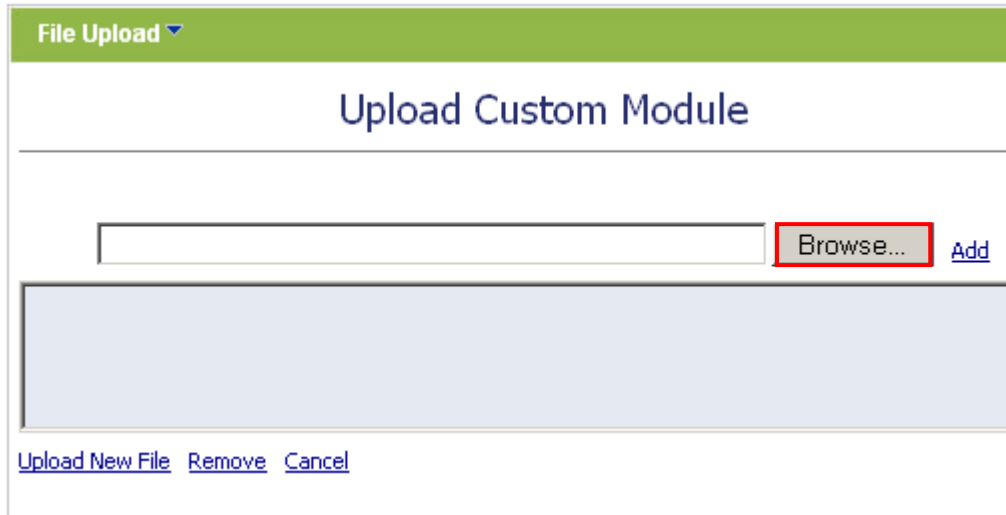
Figure 3: Installation procedure (step 3/7)

Click on the "Browse" button and the dialog window for locating the installation file "**DataSprings_BackOnTrack_Tracker.zip**" will be displayed.
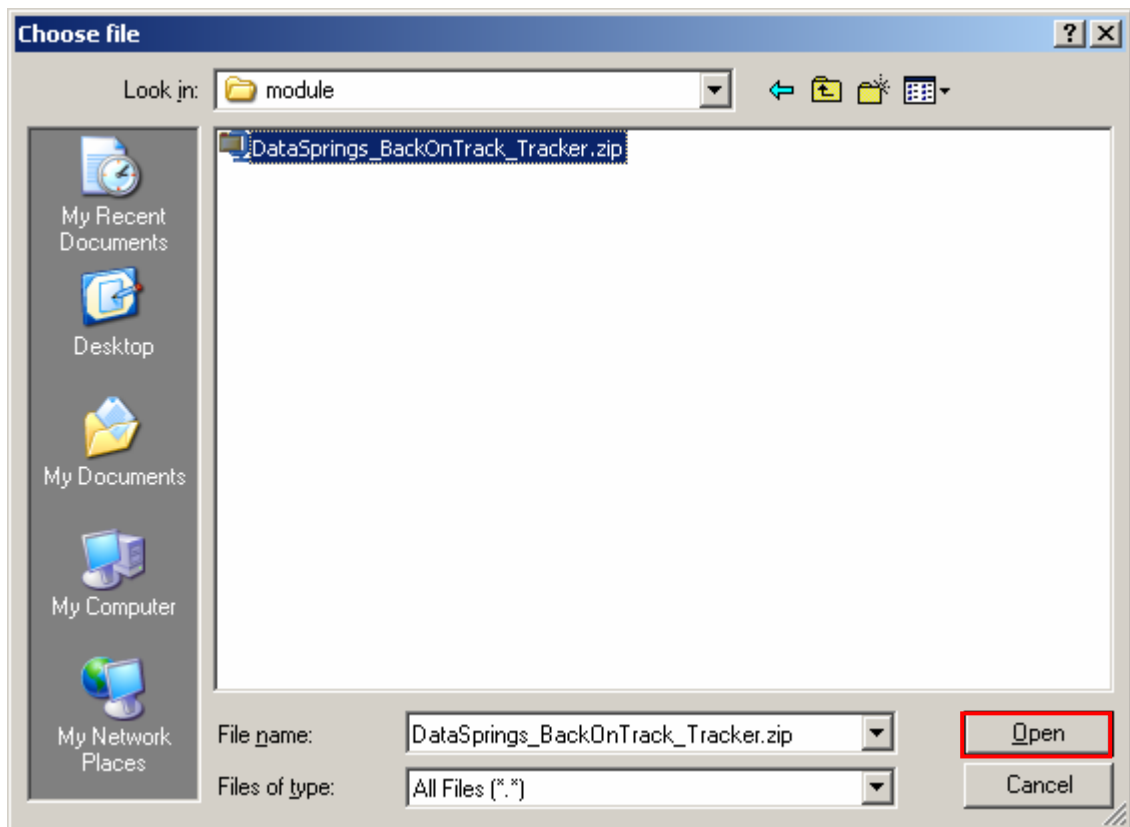

Figure 4: Installation procedure (step 4/7)

Locate the "**DataSprings_BackOnTrack_Tracker.zip**" and click on the "Open" button. The following screen will be displayed.
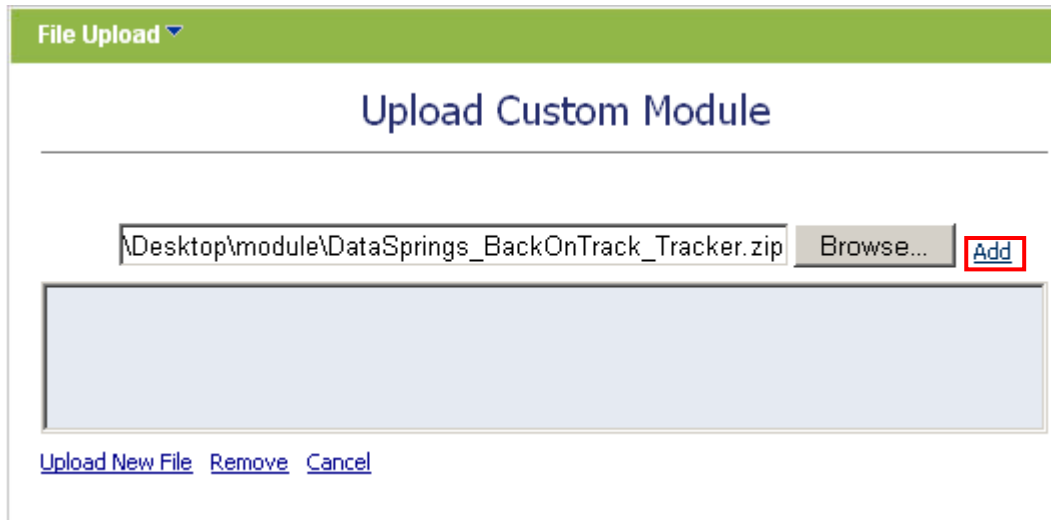
Figure 5: Installation procedure (step 5/7)

Click on the "Add" link inside this screen in order to add the module and it will be added to the list.
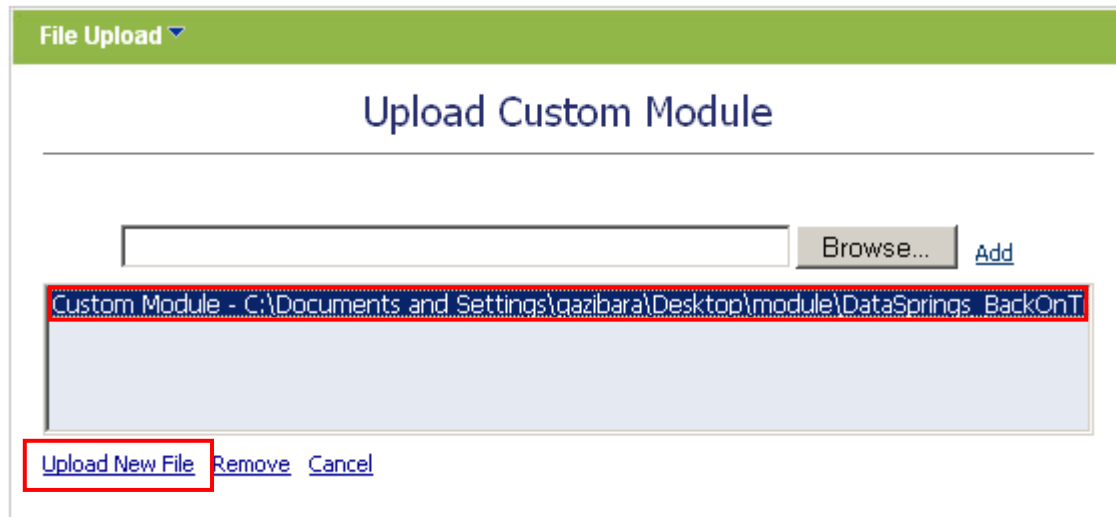
Figure 6: Installation (step 6/7)

Select the "**DataSprings_BackOnTrack_Tracker.zip**" file and click on the "Upload New File" link. The installation will begin and in couple of moments the screen informing you on successful completion will be displayed.

Figure 7: Installation procedure (step 7/7)

Note: please keep track of any errors that appear during the installation. These errors can be helpful if your module has problems.

3 BACK ON TRACK - TRACKER MODULE

This section will give detailed instructions for all options available for "Back on Track-Tracker" module.

3.1 Adding Back on Track - Tracker module to a page

In order to add "Back on Track" module to a desired page follow these steps:

1. Select the "Add New Module" radio button

2. Choose "Back on Track" from the "Module" pull down menu

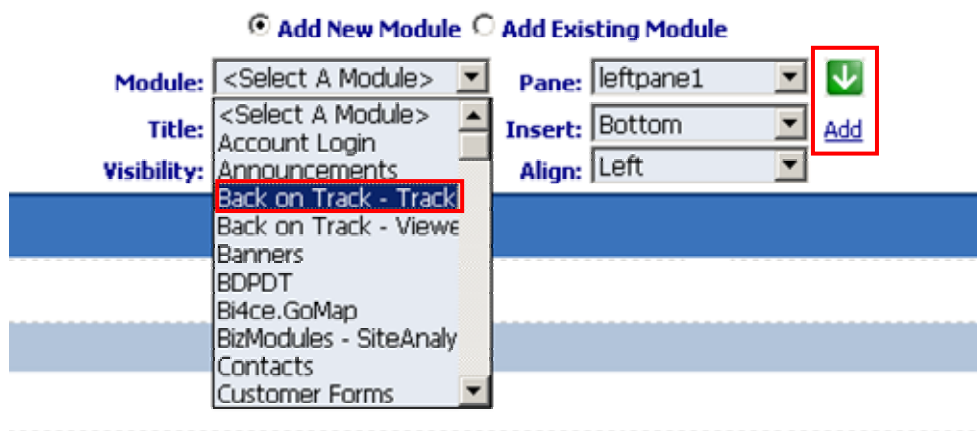3. Click on the "Add" link (or the arrow icon ⬇).

Figure 8: Adding a module to a page

The "Back on Track - Tracker" module will be added to the page. Click on the arrow next to the title of the module in order to open the main menu.
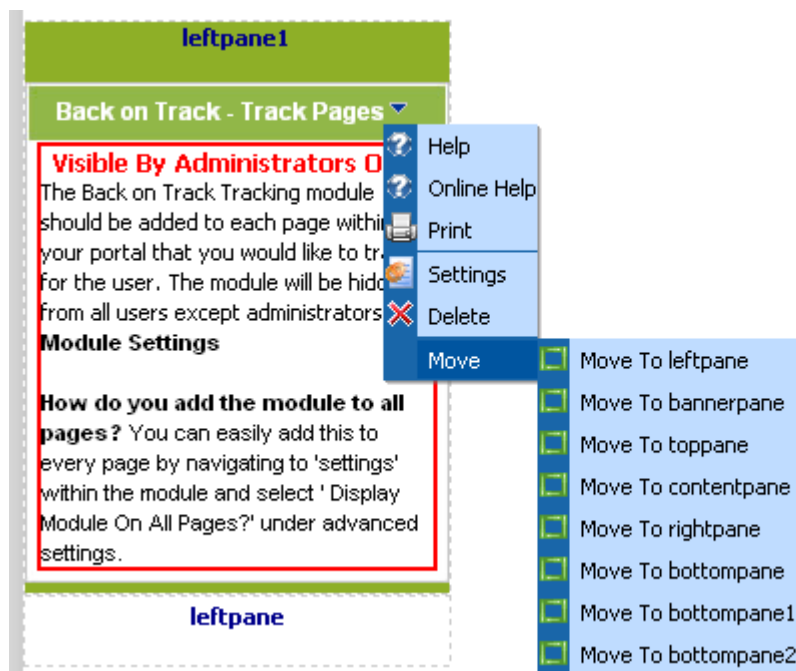

Figure 9: Opening the module main menu

Note: see section 3.2 for further information on main menu options.

3.2   Back on Track - Tracker Main Menu

This section of the document will give the definition of the "Back on Track - Tracker" main menu options. In order to start using the main menu, click on the arrow next to the title "Back on Track – Track Pages".
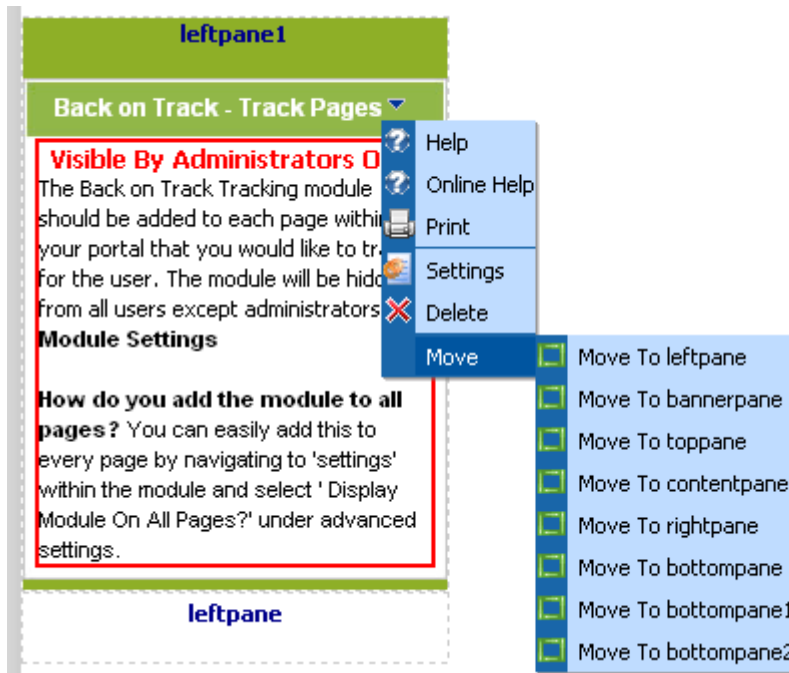

Figure 10: Opening the main menu

The following options are available inside this screen:

- **Help** – this user guide

- **Online Help** - this user guide

- **Print** – option for printing the contents of the page

- **Settings** – option for managing question and settings (see section 3.3)

- **Delete** – option for deleting a module (see section 3.4)

- **Move** – option for placing the module in the desired part of the page:

  o   Move To leftpane

  o   Move To bannerpane

  o   Move To contentpane

  o   Move To rightpane

  o   Move To bottompane

  o   Move To bottompane1

  o   Move To bottompane2

3.3   Hiding "Back on Track – Tracker" module

The "Back on Track - Tracker" should be hidden because this part of the module should not be displayed to the end users. In order to hide "Back on Track - Tracker" choose option "Settings" from the main menu.
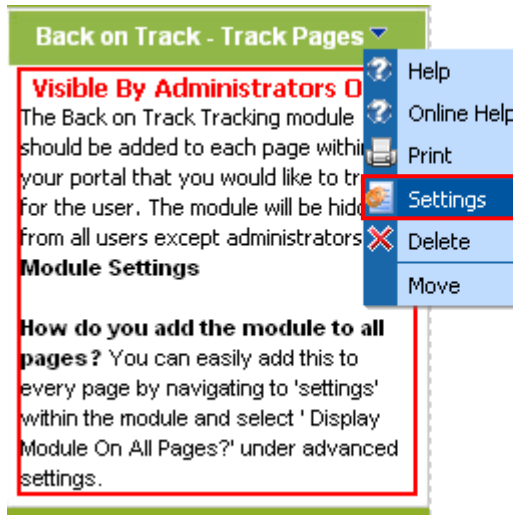
Figure 11: Choosing option "Settings"
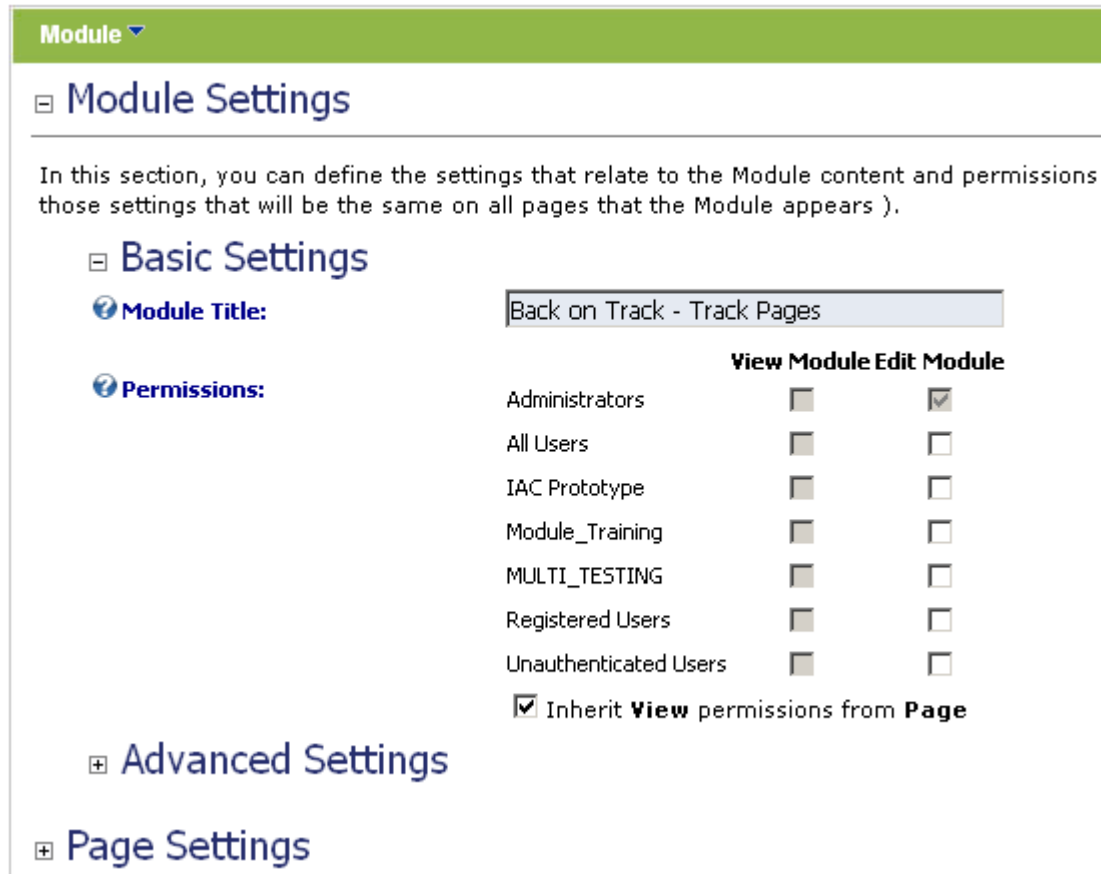
The following screen will be displayed.

Figure 12: Choosing option "Page Settings"

Click on the "+" symbol next to the "Page Settings" label in order to expand the "Page Settings" options. The following screen will be displayed.

Figure 13: Hiding "Back on Track - Tracker" module

Select option "None" under "Visibility" and click on the "Update" link in order to save the changes. The "Back on Track - Tracker" will be hidden.

3.4   Deleting "Back on Track – Tracker"

In order to delete "Back on Track – Tracker" part, choose option "Delete" from the main menu.
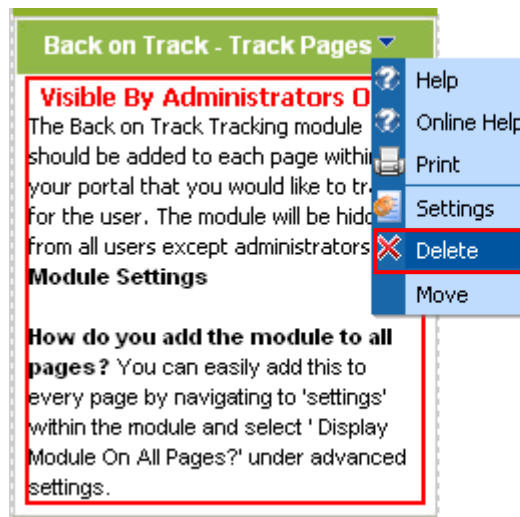

Figure 14: Deleting a tracker part of the module (step 1/2)

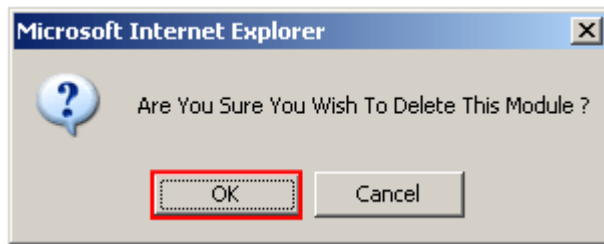The dialog for confirming deletion of the module will be displayed.

Figure 15: Deleting a tracker part of the module (step 2/2)

Click on the "Ok" button and the module will be deleted.

4   BACK ON TRACK - VIEWER MODULE

This section will give detailed instructions for all options available for "Back on Track - Viewer" module.

4.1   Adding "Back on Track – Viewer" module to a page

In order to add "Back on Track - Viewer" module to a desired page, follow these steps:

4.   Select the "Add New Module" radio button

5.   Choose "Back on Track Viewer" from the "Module" pull down menu

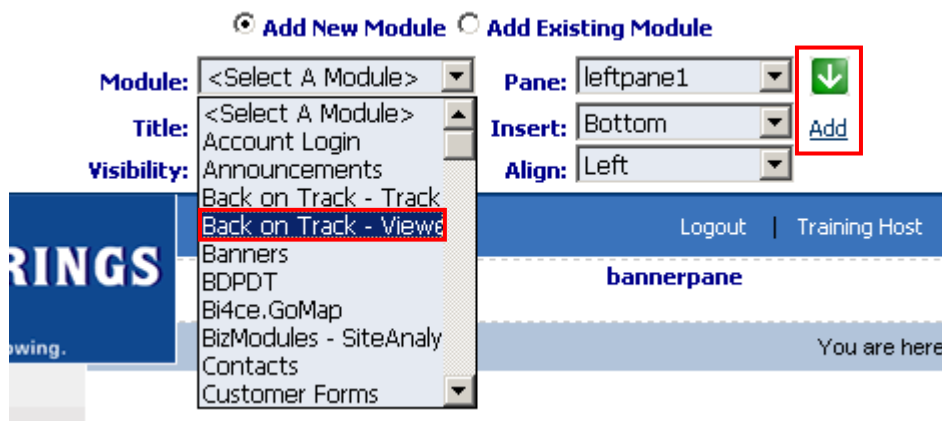6.   Click on the "Add" link (or the arrow icon ⬇).

Figure 16: Adding a module to a page

The "Back on Track - Viewer" module will be added to the page. Click on the arrow next to the title of the module in order to open the main menu.
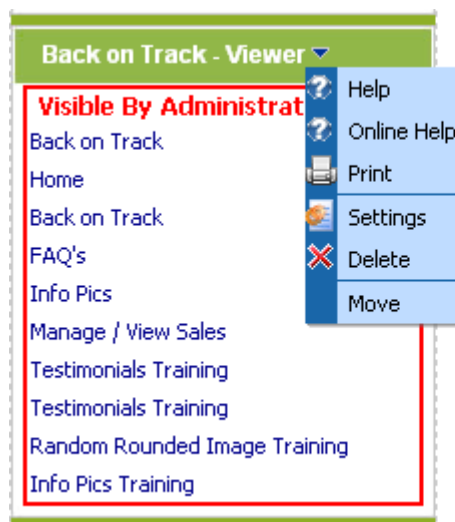

Figure 17: Opening the module main menu

Note: see section 3.2 for further information on main menu options.

4.2 "Back on Track – Viewer" Main Menu

This section of the document will give the definition of the "Back on Track - Viewer" main menu options. In order to start using the main menu, click on the arrow next to the title "Back on Track – Viewer".
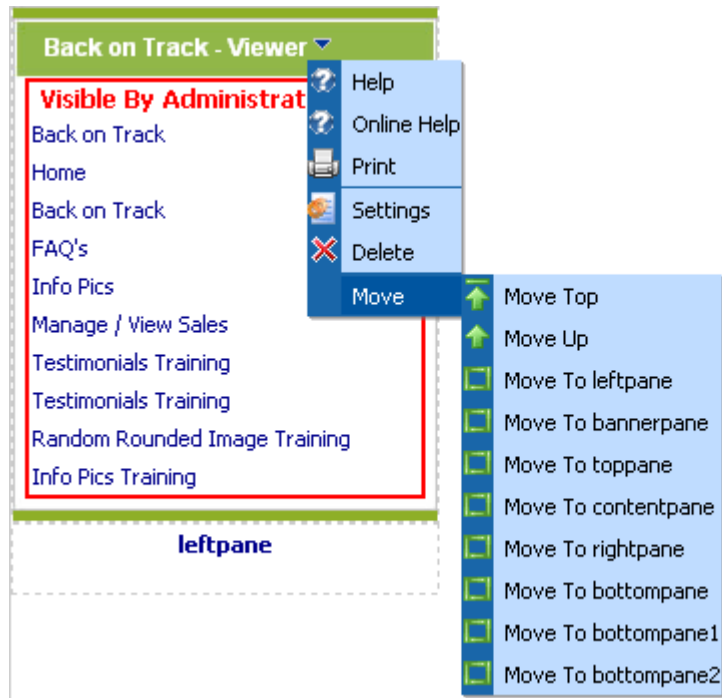

Figure 18: "Back on track – Viewer" main menu

The following options are available inside this menu:

- **Help** – option for accessing this manual

- **Online Help** - option for accessing this manual

- **Print** – option for printing the page

- **Settings** – option for managing "Back on Track - Viewer" settings (see section 4.3)

- **Delete** – option for deleting "Back on Track - Viewer" module (see section 4.4)

- **Move** – options for moving the module to a desired location inside the page
    - o Move top
    - o Move Up
    - o Move To left pane
    - o Move To banner pane
    - o Move To top pane
    - o Move To content pane
    - o Move To right pane
    - o Move To bottom pane
    - o Move To bottom pane1
    - o Move To bottom pane2

4.3   Managing "Back on Track – Viewer" Settings

In order to start managing settings for "Back on Track - Viewer" module, choose option "Settings" from the main menu.
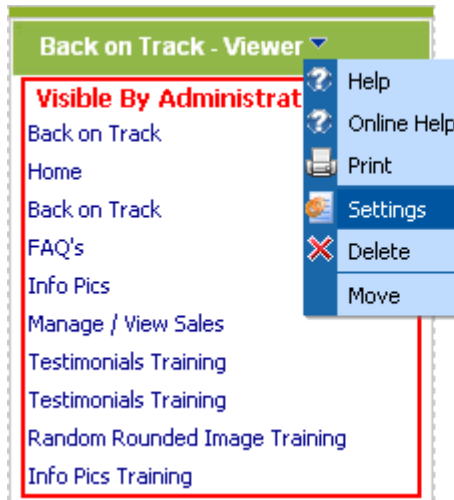

Figure 19: Choosing option "Settings"

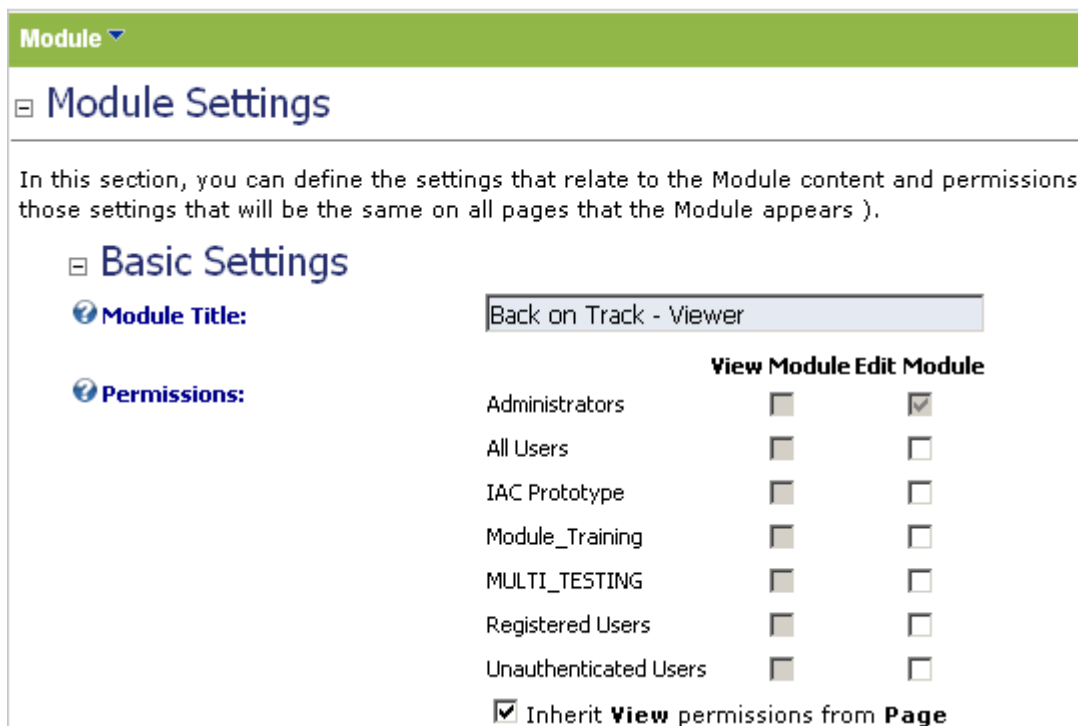The following screen will be displayed.

Figure 20: "Module Settings" page

Scroll down to the bottom of the page in order to access settings related to the "Back on Track - Viewer" module.

Figure 21: Expanding options for "Back on Track - Viewer" module

Click on the "+" symbol next to the "Back on Track Settings" label in order to expand available options. The following screen will be displayed.

Figure 22: Managing "Back on Track - Viewer" settings

The following options are available inside this screen:

- **Max Listings** – enter a maximum number of recently viewed pages you want to be displayed to the user

- **Prefix** – enter prefix text that you would like to be displayed in front of the title of each page (**i.e.** *).

- **Ignore IP Address for Authenticated Users** – check this checkbox if you want ignore the pages registered users visited while using the website without logging in first; unselect this

option if you want to track all pages (both pages they visited as logged in users and those visited while using the site without logging in)

- **Display W/Page** – use this option if you want to display the date user has viewed the page

- **Hide Current Page** – check this checkbox if you want the module to **hide the page user is currently viewing** from the recently viewed list

- **Purge Listings** – click on the "Purge All Tracking Results" to delete all stored information about the visited pages i.e. make the module forget all viewed pages

- **Header Text/HTML** – use this field to enter any additional text that will be displayed before the links

- **Align** – use this option to set the desired alignment for the module

- **Default Page** – select the page that will be displayed to the user in case he is visiting the website for the first time, so there are no recently viewed pages

After setting these parameters, click on the "Update" link in order to save the changes.

4.4   Deleting "Back on Track – Viewer"

In order to delete "Back on Track – Viewer" part, choose option "Delete" from the main menu.
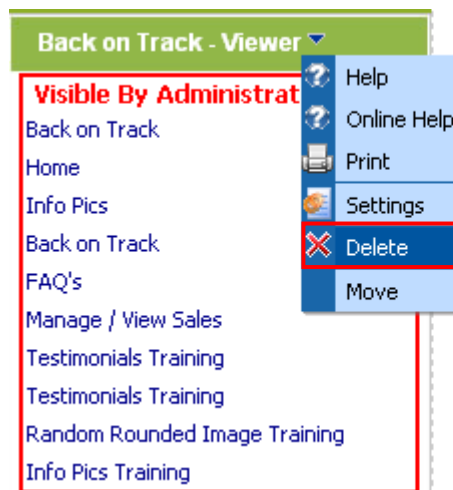

Figure 23: Deleting a viewer part of the module (step 1/2)
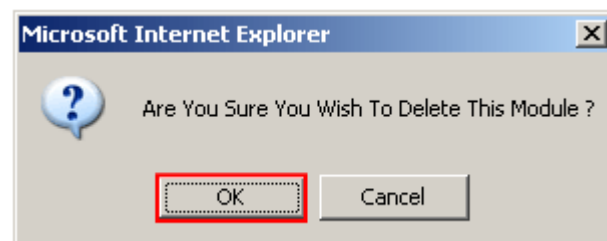
The confirmation dialog will be displayed.

Figure 24: Deleting a viewer part of the module (step 2/2)

Click on the "Ok" button and the module will be deleted.